

## DEFINITIONS

Notice means the amount of time in advance in which a vacation request must be made.

Family-Medical Leave definitions are covered by the Family-Medical Leave Act of 1993 and the State's policy and procedures on family-medical leave.

## RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure vacation leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

## PROCEDURES

1. Generally, requests for vacation leave shall be made by the employee to the designated management official no later than the close of the employee's shift or assigned work hours on the day before the requested vacation leave is to be taken. Agencies may set longer advance notice requirements for vacation leave. Timely requests for vacation leave should not be unreasonably denied.

2. Employees eligible for, and having a balance of, special sick leave may use vacation leave in order to comply with the requirement that all vacation, sick, and personal leave must be exhausted prior to using special sick leave. Special sick leave is available under the terms of 31 IAC 3-1-29 of the disability rules. Employees who have exhausted their balance of sick leave and seek to use vacation leave in progression toward use of available special sick leave, must either comply with the notice provisions above, or request vacation leave in conjunction with the disability program in accordance with the limitations in 31 IAC 3-1-29.

3. Employees may use vacation leave to cover an absence under an appropriate family-medical leave situation without regard to notice requirements for vacation leave as specified in this and related agency policies.

4. Vacation leave may be used in increments of fifteen (15) minutes.

5. Vacation leave may not be charged on a legal holiday, unless such usage is chosen by the employee to meet his/her regularly assigned work schedule of more than seven-and-one-half (7.5) hours on the date the holiday is observed.
6. No vacation leave may be used or approved after an employee's last day of work.
7. Requests for vacation leave in excess of four (4) weeks must be approved by the State Personnel Director.
8. Vacation leave may not be used to cover any period of time an employee is incarcerated; however, if the incarceration begins during a vacation leave that was pre-scheduled for other reasons, the approval will not be rescinded.
9. An employee who fails to comply with the requirements of this policy may be subject to loss of pay, a designation of being on unauthorized leave, and discipline.
10. Additional details concerning accrual, limitations on payment at separation, and reinstatement of balances are covered in the references below.

<b>REFERENCES</b>
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31 IAC 1-9-3  
31 IAC 2-11-3  
31 IAC 3  
31 IAC 4  
31 IAC 1-9-8  
31 IAC 2-11-9